



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

100 Park Street South

Mora, MN 55051

October 27, 2014

7:00 P.M.

Commission Members Present:

Greg Anderson – Isanti Co. Commissioner
Jill Behnke – Chisago Co. Municipalities
Carla Dunkley – Tribal Representative
Linda Evans – Mille Lacs Co. Public Interest
Frank Grundmeier – Pine Co. Townships
Steve Hallan – Pine Co. Commissioner
Richard Hansen – Isanti Co. Townships
Robert Jensen – Kanabec Co. Municipalities
Diane Larkin – Chisago Co. Townships
Sue Larson – Isanti Co. Public Interest
Tom Lawlor – Southern School Board
Ben Montzka – Chisago Co. Commissioner
Steve Odegard – Northern School Board
Marlys Palmer – Isanti Co. Municipalities
Dave Patenaude – Kanabec Co. Townships
Genny Reynolds – Mille Lacs Co. Commissioner

Commission Members Absent:

Karen Amundson – Kanabec Co. Public Interest
Kathi Ellis – Kanabec Co. Commissioner
Steven Kimmel – Chisago Co. Public Interest
Paul Venhuizen – Pine Co. Municipalities
Thom Walker – Mille Lacs Co. Municipalities
Barb Welty – Mille Lacs Co. Townships
Lynn Zeleny – Pine Co. Public Interest
City of North Branch

Staff Present:

Bob Voss – Executive Director
Bob Bollenbeck – Transportation/TZD Program
Tammie Bremer – Finance Officer
Jennifer Russell – Economic Development Director
Trish Rydlund – Office Manager
Penny Simonsen – East Central Sr. Resource Center

Others Present

Doug Host – CliftonLarsonAllen LLP
Rich Smith – Family Pathways

1. **WELCOME:** Chairman Montzka called to order the meeting of the East Central Regional Development Commission at 7:00 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Moved by Larson to approve the agenda as presented. Lawlor seconded – motion carried.
3. **MINUTES APPROVAL:** Larson moved to approve the minutes of the August 26, 2014 board meeting. Odegard seconded – motion carried.
4. **FY 2013-2014 AUDIT:** Doug Host of CliftonLarsonAllen LLP presented the FY13-14 audit report. The highlights for the year show that total net position of the Commission was \$576,227 which was an increase of 9.7% from the prior year. Commission-wide revenues were \$831,973 and expenditures were \$780,929, respectively. The General Fund balance increased by \$5,750 ending in a balance of \$81,849. The Revolving Loan Fund balance increase by \$6,501. Jensen moved to approve acceptance of the FY12-13 audit as presented. Hansen seconded – motion carried.

RESPIRE CARE PROGRAM PRESENTATION: Rich Smith, Family Pathways Executive Director, and Penny Simonsen gave an update on the United Way and Family Pathway funding to implement the Respite Care Initiative. Rich Smith provided an overview

of the program and stated that a decision was needed because funds had been requested and were scheduled to be transferred to the ECRDC November 1, 2014 - \$51,000 from United Way and \$50,000 from Family Pathways. Concern was expressed, however, about the long term financial sustainability of the program especially given the 3 year phasing out of the Family Pathways funding. Further discussion followed regarding the organization's mission and whether the ECRDC should be expanding human service and direct service types of programming in the future. It was suggested the ECRDC may be more suited to continue - and potentially expand - its economic development, community development, and transportation planning functions. Given the uncertainties surrounding the project, Smith was advised to postpone the transfer of the funds so the P&B could consider this further. Motioned by Evans to have the Personnel and Budget Committee review the Respite Program compatibility with the ECRDC mission and if we could sustain the program in the future. Reynolds seconded - motion carried.

5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss reported on a number of items including:
MILLE LACS COUNTY HAZARD MITIGATION SUB-GRANT AGREEMENT: Voss brought forth a resolution to enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management for the update of the Mille Lacs County Hazard Mitigation Plan and to authorize Robert Voss, ECRDC executive director, to execute the agreement. Reynolds moved to approve the resolution. Palmer seconded - motion carried.
RLF LOAN PAYOFFS: Affinity MedTech in Center City recently sold their business paid the loan in full on September 30th. One Way Tree Service in Stanchfield paid off their loan on October 8th. The RLF account balance now stands at about \$130,000 in addition there is \$42,354 in the RLF sequestered account.
6. **TREASURERS REPORT:** Bremer presented the August and September 2014 Treasurer's report. Larson moved to approve the Treasurer's Report to include the checks written from August 1 to September 30, 2014. Odegard seconded - motion carried. General Journals were reviewed and approved for the time period August 1 to September 30, 2014.
7. **PERSONNEL & BUDGET (P&B) COMMITTEE:** The Personnel and Budget Committee met on October 20, 2014.
CMCOA CAREGIVER CORRECTIVE LETTER: Central MN Council on Aging conducted a site assessment of our Caregiver Consulting program in July. There were a couple of findings they made as a result of the visit. From the findings CMCOA required: corrective repayment of \$3,502 for CY2013 conflict of interest; penalty of \$3,565 for providing in CY2013 Matter of Balance, Powerful Tools, and Caregiver Support Groups sessions; and penalty of \$2,104 for providing in CY2014 Matter of Balance, Powerful Tools, and Caregiver Support Group sessions for a total of \$9171. In addition to the \$9,171, \$2,945 was withheld from the CY2014 2nd quarter reimbursement from CMCOA for conflict of interest. Palmer moved to issue payment for the findings. Odegard seconded - motion carried.

CONFLICT OF INTEREST POLICY: A conflict of interest policy was reviewed. Reynolds moved to adopt the following conflict of interest policy. Larson seconded - motion carried.

Definition: A conflict of interest shall be deemed to be present where an employee, his/her immediate family, business partners, or organization has, or appears to have, either a financial,

fiduciary or personal interest in a contract, program, financial, procurement or other activity of the Commission. Immediate family consists of an employee's spouse, partner, parent, children, grandchildren or others living in the household of the employee.

Notification: *When a conflict of interest can reasonably be expected, or is believed to be present, employees are required to immediately make known such interest or involvement to the Executive Director, who shall determine if a conflict of interest exists. Where it is determined that conflict of interest exists, the employee involved in the situation will be withdrawn from participation in the action.*

REVOLVING LINE OF CREDIT: Larson moved to renew the ECRDC's Revolving Line of Credit with Peoples National Bank for \$100,000. Hansen seconded – motion carried.

BREMER REVIEW AND PAY INCREASE: Based on a favorable performance appraisal, Larson moved to approve a two step increase for Tammie Bremer from Pay Grade C Step 6, \$19.07/hr to Pay Grade C Step 8 \$20.23/hr effective October 16, 2014. Lawlor seconded – motion carried.

RUSSELL PROBATIONARY REVIEW AND PAY INCREASE: Based on a favorable performance appraisal, Larson moved to approve a step increase and permanent employment status for Jennifer Russell from Pay Grade D Step 2, \$40,577/yr to Pay Grade D Step 3 \$42,028/yr effective November 16, 2014. Evans seconded – motion carried.

BOLLENBECK REVIEW AND PAY INCREASE: Based on a favorable performance appraisal, Palmer moved to approve a step increase for Michele Bollenbeck from Pay Grade C Step 7, \$19.65/hr to Pay Grade C Step 8, \$20.23/hr effective November 1, 2014. Lawlor seconded – motion carried.

8. **TRANSPORTATION:** The MnDOT Safe Routes to Schools (SRTS) program is looking for regional implementation partners to distribute up to \$125,000 statewide in mini-grants to schools and communities throughout Region 7E and Region 7W. Grants can be used to purchase items to support local SRTS programs. Items may include bicycle repair tools, crossing guard supplies, and funds to support a Walk or Bike to School Day event, and purchase of bike racks, etc. Each region would be eligible for between \$5,000 to \$10,000 in grants plus administration costs for our region. The estimated timeline would be October 2014 through June 2015. Palmer moved to have B. Bollenbeck and Simonsen use their discretion regarding the Safe Routes to Schools mini-grants for Region 7E and 7W. Evans seconded – motion carried.

Other items reported included:

- The Transportation Alternatives Program (TAP) solicitation has begun. Letters of intent are due to MN/DOT by October 31st for those wishing to apply for this program.
- The Isanti and Kanabec Safe Roads programs started the new grant year on October 1st. Traffic safety is moving forward in our area. Safe Cab in Isanti County is seeing high utilization, year-to-date ride provided are 1,465 to 2,800 individuals.

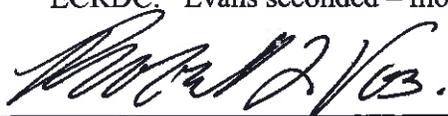
9. **ECONOMIC DEVELOPMENT:** Russell brought forth a recommendation from the Revolving Loan Fund board to appoint Nancy Hoffman as the Chisago County representative pending approval from Hoffman's board. Odegard moved to appoint Nancy Hoffman to the RLF board pending approval Hoffman's board. Larson seconded – motion carried.

Other items discuss:

- The Revolving Loan Fund currently has \$129,946.48 in the account and \$42,353.85 in the sequestered account.
- The St. Croix Scenic Byways is still in progress. A meeting date is scheduled for November 20th in Taylors Falls.
- The Mille Lacs Economic Development Plan draft outline has been created. A regional housing study, visitor profile study, and BR&E visits are planned to help in the planning.

10. **EAST CENTRAL SENIOR RESOURCE CENTER:** Simonsen reported that application was made to the Blandin Foundation for broadband expansion in northern Kanabec and Pine Counties. Final announcements will be made on approval in the middle of November.

11. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be December 15, 2014 at the ECRDC office in Mora at 7:00 p.m. Larson moved to adjourn the regular meeting of the ECRDC. Evans seconded – motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman